

Thrive Maine SAMPLE Application:

Capital Project Increases Category

The blue font words below are indicative of the requested information for the Capital Project Increases Category of the Thrive Maine application. We have created a fictional business with fictional pandemic-related economic impacts. We are using the sample to show information only with the intention to illustrate how a business might complete the application. Any similarities to any individual, business, or circumstances represented in this sample are completely coincidental.

We have not created sample tax information or financials for this business, but those, along with the other requested documents and proof are required to complete an application.

Applicant Contact Information

First Name: Test

Last name: Testing

Role/ Title at your organization: Executive Director

Email Address: Test@WidgetRoyalty.com

Phone #: 207-555-5555

Business Information:

Business Name: Widget Royalty

Organization type: LLC

(Choices: Sole Proprietorship; S-Corp, C-Corp, LLC or Partnership; B-Corp, E-Sop, or Co-op; Nonprofit; Other)

Street Address: (provide the complete primary address for your business operations within Maine)

123 Main Street

Street Address 2:

City/ Town: Kennebunk

State: Maine

Zip: 04043

Industry: Manufacturing

Does your business have a UEI #? Yes

Enter your UEI number: 12klji002PME

Registered with ME Secretary of State? Yes

Date of Business incorporation: 2/1/1998

Business Principals:

Add an entry for each principal or business with 20% or greater ownership of the applying business. If you are the sole proprietor, enter your name and indicate that you own 100% of the business. List owners from greatest to least ownership percentage:

First name: Test

Last name: Testing

Ownership percentage: 50%

First name: Test

Last name: Testing

Ownership percentage: 50%

Business Job Creation:

How many Maine-based full-time employees? 87

How many full-time employees overall does your company employ? 101

Are you a seasonal employer? No

[If yes, please provide the total number of FTE employees employed over the last 12-month period]

Total Aggregate Wages over one month: Provide total aggregate wages paid to employees (excluding owners) during the most recent calendar month for which such information is available

\$217,504.88

Diversity, Equity, Inclusion and Belonging

Information from this section is for reporting purposes only and does not impact application outcomes.

Is the business owner's native or primary language other than English? No

[if yes, please specify the language]

Do you identify as a woman-owned business? Yes

Do you identify as a veteran-owned business? Yes

Do you identify as a Hispanic-owned business? Yes

Do you identify as a minority-owned business? Yes

[if yes, please describe]

Pandemic Impact and Response Plan

Section 3: Negative Impacts of the COVID-19 Pandemic:

Have you previously received forgivable funds from state or federal relief programs since March 1, 2020 including, but not limited to, any funds received from the Maine Economic Recovery Grant Program, Payroll Protection Program (PPP) or Economic Injury Disaster Loan (EIDL) advance?

Yes

Describe funding received below. Include program name, amount received, date received, date forgiven, and purpose of funds.

PPP round 1: \$449,602 received July 2, 2020; forgiven December 5, 2020 Used for payroll continuation

PPP round 2: \$243,888 received February 8, 2021; forgiven December 2, 2021 Used for Payroll continuation and rent for existing building

MTI Prime grant: \$198,287 received July 15, 2021, forgiven immediately as it is a grant New technology to support computer animated widget maker, the first of its kind that will expand our business

All three of these funds were used for different uses than this request. PPP was used for payroll of the original business. The MTI Prime grant is to expand existing widget business, as well. All three were supporting our widget business division.

How would you categorize the impact of the pandemic on your business?

Increased Capital Project Cost

In what Maine county did your business experience the pandemic impact? York

How much recovery funding are you requesting? \$176,621.39

How did you learn about the ARPA program (Thrive Maine)? MTI Newsletter

How was your company impacted by the pandemic?

We produce widgets. At first, we didn't know what the market would be for widgets, as the economy seemed to collapse. We had to be flexible at first, to understand how this would play out. We developed many plan Bs to be adaptable. We realized shortly after April that business would rebound, if we could develop another market, the sea animal house part market. We had to weather additional costs due to the pandemic, including social distancing, covid-testing, and additional sick time and PPE. It was an unsteady time for the business, but we have made it through by being nimble, strategic, and treating employees well so they would stay with us (which comes with additional costs).

Please explain your capital project and why it was necessary for the business.

We are a large widget manufacturer in the zoo and pet industry. We make animal house parts and provide different pieces to create magical and secure environments for all sorts of different land animals. Business has been growing since we started in 1998 and we created a strong business plan to leverage our existing expertise and market share into sea habitats. We would continue to work with zoos and pet owners and expand our operations, adding aquariums and open water fish homes. We performed market research and put together a great offering.

To manufacture these new pieces at scale, we needed more space. While there is some overlap between our existing manufacturing machinery and what we'd need, there are a few pieces that would need to be specifically made with new technologies. Plus, if we are taking on new portions of the market, we'll need to produce more to service the demand and become known as much in the aquamarine animal shelter sector as we are in the terrestrial animal shelter sector.

Our plan was to expand our current manufacturing plant by 45% to provide more space for this expanded product line and capacity. When complete, this will increase our revenue by 64% and create 22 more jobs in the Maine economy.

Explain the increases in capital project costs and the circumstances. What are the drivers of this increase? Is the created project the same as the initial quote? Provide proof that this is an apples-to-apples project comparison.

Provide proof of what the details are and why they are relevant in your project. More detail and evidence is better to support your application. Make sure you've uploaded quotes, invoices, and/or articles for every increase as proof.

We scoped this project out April – July 2020 with the intention of starting in July 2020. Initial quotes and contracts from May – July 2020 show a total price of \$5,673,916.06. Our business paused for the spring of 2020 because we were not an essential business. We spent the rest of the year prioritizing safety, social distancing, and managing the pandemic impact on our organization. We finally felt ready to start conversations about expanding again in October of 2021, after revenue came back (zoos and other animal event customers were back and asking for items), COVID caseloads decreased, and safe operations were re-established in our factory. Because we were breaking ground, construction needed to wait until the ground thawed, which put our new project start date at April 2022.

We returned to our contractors in the early months of 2022 to confirm quotes and availability with the same exact project and blueprints. Construction costs increased drastically from our original total quote. Vendors explained the costs were increased because of labor costs and supplies- see details for each expense in our attached worksheet*. The project has the exact same footprint, purpose, and scope. We signed contracts and the project has started. Construction will be completed by December 2022. Costs listed below are quotes provided in February-April, unless otherwise noted as actuals (service complete).

This project was done by the same companies, with the same project scope and plans (uploaded). There were no changes, except for timing and cost. We supplied first round plans to get quotes for the second round quotes/ costs.

See quote comparison template for details. Each category is labeled with a number for invoice or quote- this is written at the top of the uploaded documents to match.

**SAMPLE of data for Capital Project Cost Category Worksheet provided here for the purposes of this sample application we created a sample table for illustration purposes. You will not paste your sample into your narrative but attach your excel document/worksheet for your actual application.*

Initial Quotes:

Initial Quote	Date on proof	Vendor	Price	Item/ Service	Proof of Quote (receipt, quote, invoice)
1	5/25/20	Elmo Architect	\$453,913.28	Architect plan	Invoice
2	6/14/20	Wreck It	\$283,695.80	Excavation and demo	Quote
3	6/1/20	Electric Electrical	510,652.45	Electrical	Quote
4	7/5/20	A&B Construction	680,869.93	Foundation build	quote
5	6/22/20	Hammond Lumber	1,248,261.53	Lumber for materials	quote
6	7/14/20	Steel 4 U	453,913.28	Steel for materials	quote
7	7/5/20	A&B Construction	1,418,479.02	Labor	quote
8	6/30/20	Jacob & Sons Plumbing	226,956.64	plumbing	quote
9	7/5/20	A&B Construction	\$3,673,916.06	General Contract management	quote
Total			5,673,916.06		

Spent Project

Spent Expense	Date on proof	Vendor	Price	Item/ Service	Proof of Quote (receipt, quote, invoice)
1	5/25/20	Elmo Architect	453,913.28	Architect plan	Signed Invoice (no update)
2	3/14/22	Wreck It	326,250.17	Excavation and demo	Signed Invoice #3
3	4/14/22	Electric Electrical	602,569.89	Electrical	Signed Invoice # 4
4	5/5/22	A&B Construction	776,191.72	Foundation build	Signed invoice #5
5	4/2/22	Hammond Lumber	1,585,292.15	Lumber for materials	Signed invoice #6
6	5/14/22	Steel 4 U	517,461.14	Steel for materials	Signed invoice #7
7	5/5/22	A&B Construction	1,758,913.98	Labor	Signed invoice #8

8	4/30/22	Jacob & Sons Plumbing	245,113.17	plumbing	Signed invoice #9
9	5/5/22	A&B Construction	476,608.95	General Contract management	Signed invoice #10
Total			6,742,314.45		

Delta (Difference) is \$1,068,398.39

Requested funding: \$1,068,398.39

Previous pandemic funding: \$891,777 – all this funding was specified and used for a different purpose, see details in the pandemic funds section.

Please add any additional explanation of your business or circumstances that you feel is necessary for us to understand your application.

Please see our attached 2019-2022 financials and 2019-2021 taxes for confirmation of the expenses.

In 2018, our business changed hands from our mother and father to the children in a sale. We maintain the same business model, clients, purpose and operations. We can prove this through the attached client list and financial trend document showcasing 2015-2021 summarized income statements.